

**DoDEA: Department of Defense Education Activity**

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|  |
| F2F Meeting Planning Guide |
|  |
| Process, Documentation, and Provisioning |

Table of Contents

[Instructions 2](#_Toc410099357)

[Schoology Access Code 2](#_Toc410099358)

[Meeting Website Link 2](#_Toc410099359)

[Naming Convention 2](#_Toc410099360)

[Project Contact Information 2](#_Toc410099361)

[What’s Involved? 3](#_Toc410099362)

[Face To Face Meeting Planning Process Map 4](#_Toc410099363)

[Re-occurring Planning Team Meetings Process Flow Chart 5](#_Toc410099364)

[Logistics Planning Considerations 6](#_Toc410099365)

[Templates 7](#_Toc410099366)

[Initial Planning Template 7](#_Toc410099367)

[Goals Per Session Template 8](#_Toc410099368)

[Training Plan Template 9](#_Toc410099369)

[Training Plan Example 12](#_Toc410099370)

[Daily Agenda Template 19](#_Toc410099371)

[Daily/Overall Meeting Evaluations Template 24](#_Toc410099372)

[Read Aheads/ View Aheads Template 25](#_Toc410099373)

[Post Readings/Viewings Template 26](#_Toc410099374)

[After-Action Report Summary Template 27](#_Toc410099375)

[Content Status 29](#_Toc410099376)

[Required Documents 29](#_Toc410099377)

[Schoology 29](#_Toc410099378)

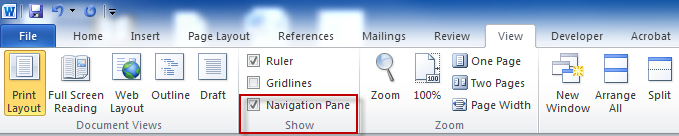
[Session Documents Status 29](#_Toc410099379)

[Final Checklist 30](#_Toc410099380)

[Support Contact Information 31](#_Toc410099381)

***Viewing Tip in Word***

Please click the tool at the top, View, and then check the box – Navigation Pane. Now look to the left and you will see the table of contents (TOC) for the Navigation. This will make it easier to find information in this document.



# Instructions

Please review the content in this document in its entirety. Then complete the required templates. You and the ID will meet on a regular basis to review the status of each section.

## Schoology Access Code

To facilitate this meeting, you are required to have a group in Schoology. All of the information and supplemental documentation for this meeting will be available to participants in your Schoology group.

## Meeting Website Link

The link to the meeting website will be available in your Schoology group.

## Naming Convention

Each time you edit the Meeting Planning Guide (this document), resave it using the following naming conversion:

planning\_meeting\_guide\_last name\_v1 (version control number)

**Example:**

planning\_meeting\_guide\_Corley\_v1

## Project Contact Information

#### Requesting Client

First and Last Name:

Work: Phone/extension:

Email:

#### Instructional Designer

First and Last Name:

Work: Phone/extension:

Email:

# What’s Involved?

# **Face To Face Meeting Planning Process Map**

Please review the information in the Process Map below to organize your Face To Face meeting. Most importantly, start planning EARLY! For example, if you know you are hosting a large scale meeting with DoDEA field personnel, start planning at least two months in advance. Planning a large scale meeting involves the collaborative effort of a variety of individuals, each of whom has a specific function to contribute.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Know Cost Options &  Facility Availability | Know Who to Contact  for Support | Select a Planning Team & Plan Re-occurring Meetings | Complete the Planning Templates | Schoology Group Communication & Access |
| Contact Raymond Herrera to help you conduct a cost analysis for meeting locations. Raymond will also inform you of the availability per location. | Know who to contact for specific information and assistance during the planning stages of your meeting. Click the link to access [Contact Support Information](#_Support_Contact_Information_1). | Identify individuals to serve on a Planning Team. Schedule re-occurring meetings bi-weekly or weekly depending on how far in advance the meeting is scheduled. | Complete the planning templates and the training plans. During the re-occurring meetings, individuals should share their content with the group for input and revisions. | Complete the planning templates and the training plans. During the re-occurring meetings, individuals should share their content with the group for input and revisions. |
| Example meeting locations include:   * Southbridge: Executive Management Training Center (EMTC) in Massachusetts * Fort Eustis is a United States Army installation near Newport News, Virginia | Specific individuals can help you:   * Conduct a Cost Analysis * Provision for Technology * Schedule VTCs * Develop evaluations * Collect and mail supplies * Provide onsite support | The Planning Team will help you:   * Plan the logistics * Develop outcomes * Create & organize content * Design branding templates * Organize Schoology for online access of content * Facilitate sessions | Templates include:   * [Initial Planning](#_Initial_Planning_Template) * [Goals Per Session](#_Goals_Per_Session) * [Training Plan](#_Training_Plan_Template) * [Daily Agenda](#_Daily_Agenda_Template) * [Daily/ Overall Evaluations](#_Daily/Overall_Meeting_Evaluations) * [Read/View Aheads](#_Read_Aheads/_View) * [Post Readings/Viewings](#_Post_Readings/Viewings_Template) * [After-Action Report](#_After-Action_Report_Summary) | Your Schoology Group will have:   * Travel & Hotel information * Read/View Aheads * Daily/Weekly agenda * Content Per Session * Daily/Weekly Evaluations * Virtual Parking Lot * Announcements/Updates * Post Readings/Viewing |

# Re-occurring Planning Team Meetings Process Flow Chart

# Logistics Planning Considerations

**Plan in advance!**

#### Travel Planning

**Point of Contact:**

Mr. Raymond Herrera, Administrative Officer

Phone: 571-372-5857

Email: [raymond.herrera@hq.dodea.edu](mailto:raymond.herrera@hq.dodea.edu)

* Complete Mission Essential Travel Request: Use METR Guidance, 60 days required, all submitted and maintained until approval in CATMS
* Select a meeting facility (site), contact the site POC, and find out dates of availability

#### Southbridge: Information Required

**Point of Contact:**

Mr. Ron Dubie, Southbridge, Technology & Site Logistics

Phone: 508-765-8000 or 508-765-6333

Email: [ron.dubie@cpms.osd.mil](mailto:ron.dubie@cpms.osd.mil)

* Identify specific meeting needs (large room, break out rooms, internet connections, and screens/whiteboards as needed for various groupings)
* Request for Facility Usage/Contract or agreements - complete/sign/return
* Make initial contact with site POC and send a tentative agenda, attendee list, and specific meeting needs
* Maintain regular contact with site POC
* Send the following information to the site POC at least 1 week in advance:
  + Complete list of all training materials, resources, technology, and VTC information
  + Final attendee list with dates of arrival and departure
  + Final agenda

#### DoDEA IT Collaboration

**Point of Contact:**

Mr. Paul Teague, Chief, Information Technology

Phone: 571-372-1427

Email: [paul.teague@hq.dodea.edu](mailto:paul.teague@hq.dodea.edu)

* Ensure DoDEA IT knows about the travel and meeting needs (before, during, and after) well in advance to support the work
* Have all VTC participants complete the VTC Request Form

# Templates

## Initial Planning Template

**Pre-Planning Meeting Overview**

|  |  |
| --- | --- |
| **Meeting Title:** |  |
| **Planning Team Members:** |  |
| **Participants:** |  |
| **Meeting Location:** |  |
| **Meeting Dates:** |  |
| **Lead Facilitator:** |  |
| **Author of Report:** |  |
| **Date of Report:** |  |

**Meeting Overview**

|  |  |
| --- | --- |
| **Purpose**: |  |
| **Outcomes**: |  |
| **Measures**: |  |
| **General Description**: |  |
| **Deliverables:** |  |
| **Concerns**: |  |
| **Other:** |  |

## Goals Per Session Template

#### Enduring Understandings

Enduring understandings are statements summarizing important ideas and core processes that are central to a discipline and have lasting value beyond the learning event. They synthesize what learners should understand—not just know or do—as a result of engaging in a particular learning event.

#### Essential Questions

Essential Questions lie at the heart of a subject or concept and promotes inquiry and uncoverage of a subject or concept. They contain no simple “right” answer, provoke and sustain inquiry, address conceptual or philosophical foundations, raise other important questions, and stimulate vital, ongoing rethinking.

#### Learning Outcomes

Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate after completion of a process of learning. Learning Outcomes are measureable, include very specific and active language – and verbs in particular – that make expectations clear.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Session | Date | Enduring Understandings | Essential Questions | Learning Outcomes |
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## Training Plan Template

#### Session Information:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Title of Session** |
|  |  |  |

#### Enduring Understanding:

Enduring understandings are statements summarizing important ideas and core processes that are central to a discipline and have lasting value beyond the learning event. They synthesize what learners should understand—not just know or do—as a result of engaging in a particular learning event.

#### Essential Question(s):

Essential Questions lie at the heart of a subject or concept and promotes inquiry and uncoverage of a subject or concept. They contain no simple “right” answer, provoke and sustain inquiry, address conceptual or philosophical foundations, raise other important questions, and stimulate vital, ongoing rethinking.

#### Outcomes:

Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate after completion of a process of learning. Learning Outcomes are measureable, include very specific and active language – and verbs in particular – that make expectations clear.

By the end of the session, participants will have:

#### Provisioning/Materials:

|  |  |
| --- | --- |
| **Per Table** | |
|  |  |

#### Trainers :

|  |  |  |
| --- | --- | --- |
| **Date/Time/Location** | **Trainers** | **Support** |
|  |  |  |

#### Sessions

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Process | Content | Slides/Material |
|  |  |  | Slide:  HO: |
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## Training Plan Example

#### Session Information:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Title of Session** |
| Thursday, January 15 | 8:10 – 11:00 | Professional Learning Plan for School Year 2015 - 2016 |

#### Enduring Understanding:

DoDEA will thoughtfully provide macro and micro professional learning when implementing DoDEA’s College and Career Ready Standards. We will work to have the professional learning deepen content knowledge and pedagogy, occur at school as often as possible, occur over a sustained period of time, occur in collaborative teams in which members share learning goals, link teacher learning to teacher practice and student learning, provide support to transfer learning to practice, and measure success through student achievement results for students.

#### Essential Question(s):

1. How do we build the capacity of Area, district and Instructional Leaders to operationalize the use (instruction and measurement) of the DoDEA CCR Standards for Mathematics?
2. What non-negotiable "must have information" should we include, specific information, for all Pre-K - grade 5 teachers during a full day introduction to DoDEA CCR Standards?
3. What training content should be linked between the orientation day at the end of the school year, and the two days early return at the start of the ensuing school year?
4. What do you think teachers must learn in three days (orientation + 2 days early return) to be using the DoDEA CCR Standards for Mathematics during instruction on day 1 school year 2015-2016?
5. On-going job embedded training will continue alongside the use of the DoDEA CCR standards for mathematics during SY 15-16. What do you anticipate will be needed to motivate, sustain and develop instructional practice with our teachers during this freshman year experience (4 sessions)?
6. What strategies, inspirations, models, gaps, can HQ provide/create to systematize regular intervals of teacher learning (weekly/bi-weekly) throughout the SY 15-16 to increase collaborative learning and shared understanding of the DoDEA CCR standards? Horizontal & vertical by grade levels?

#### Outcomes:

By the end of the session, participants will have…

* Debriefed *Slicing the Layers of Learning* in order to process the differences between “traditional and reform-oriented professional development.”
* Heard, and be able to articulate the key features of, the proposed Professional Learning Plan for the DoDEA CCR Standards for Mathematics over 16 months (February 2015 – June 1016).
* Provided support for at least one component, or offer a creative solution, for the proposed Professional Learning Plan for the DoDEA CCR Standards for Mathematics over 16 months (February 2015 – June 1016).
* Recommended and shared considerations, thoughts, and modifications to the components of the initial DoDEA CCR Standards for Mathematics Professional Learning Plan.

#### Provisioning/Materials:

|  |  |
| --- | --- |
| Per Table | |
| * Chart paper, markers, highlighters, sticky notes * PowerPoint * Article *Slicing the Layers of Learning* * First Turn/Last Turn protocol |  |

#### Trainers:

|  |  |  |
| --- | --- | --- |
| Date/Time/Location | Trainers | Support |
| Thursday, 15 January (B20) | Michael Kline, Melanie Henson, Paul Salatto | Dawn Corley |

#### Sessions:

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Process | Content | Slides/Material |
| 8:10 – 8:55 | Protocol: Small Group Discussion  Whole Group: sharing | Opening – Anticipatory Set  Participants will work in groups (number of groups depend on size) to use the First Turn/Last Turn protocol to process *Slicing the Layers of Learning*. After groups have worked through the protocol, one person from each group will share summarizing thoughts.  Facilitator Note: Groups should be ready to share at 8:45  *The purpose of this debrief is to form a common goal for how DoDEA should analyze, design, develop, and evaluate professional learning for the College and Career Ready Standards. It provides research to guide participants’ thinking as they give input to our current professional learning plan later in the session.* | S:        HO:   1. *Slicing the Layers of Learning* 2. First Turn/Last Turn protocol |
| 8:55 – 9:00 | Whole Group | Share Enduring Understanding, Essential Questions, and Outcomes | S:        HO: PowerPoint packet |
| 9:00 – 9:30 | Whole Group | Share current professional learning plan  February Math ISS Training  March/April District Network Team Meetings  May Orientation Training  July/August Two-Day Early Return Training  Quarterly Professional Learning  Focused Collaboration  Focus is on sharing HQ’s current thinking. Time will be given for input during breakout sessions. Questions should focus on clarification. | S: |
| 9:30 – 9:45 |  | **Break** |  |
| 9:45 – 10:30 | Breakout Groups | Breakout Sessions  Group One (Media Center) – February Math ISS Training and March/April District Network Team Meetings (Facilitator: Michael)  Group Two (Ed. Directorate Conference Room) – May Orientation Training and Two-Day Early Return Training (Facilitator: Melanie)  Group Three (FBO Conference Room)– Quarterly Professional Learning and Focused Collaboration Time (Facilitator: Paul)  Participants will count by 3s to determine which group they are in.  Groups will go to their breakout rooms and chart responses to:  **Considerations and Thoughts**  **Content Recommendations**  *Facilitators should select a presenter from each group* | S:    HO: Chart paper |
| 10:30 – 11:00 | Whole Group | Each group is given 10 minutes to share their responses with the full group. Charts will be maintained and used as we work on these developments in the future. | S:    HO: Completed Charts |

## Daily Agenda Template

#### Day One: Date

|  |  |  |
| --- | --- | --- |
| Time | Session/Increment | Facilitator |
| 0800-0930 | Introduction to the DoDEA CCR Standards | Dr. Jane Doe |
| 0930-0945 | Break |  |
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| 1700 | Daily Evaluation / Adjourn |  |

#### Day Two: Date

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| --- | --- | --- |
| Time | Session/Increment | Facilitator |
| 0800-0930 | Introduction to the DoDEA CCR Standards | Dr. Jane Doe |
| 0930-0945 | Break |  |
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| 1700 | Daily Evaluation / Adjourn |  |

#### Day Three: Date

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| --- | --- | --- |
| Time | Session/Increment | Facilitator |
| 0800-0930 | Introduction to the DoDEA CCR Standards | Dr. Jane Doe |
| 0930-0945 | Break |  |
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| 1700 | Daily Evaluation / Adjourn |  |

#### Day Four: Date

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| --- | --- | --- |
| Time | Session/Increment | Facilitator |
| 0800-0930 | Introduction to the DoDEA CCR Standards | Dr. Jane Doe |
| 0930-0945 | Break |  |
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| 1700 | Daily Evaluation / Adjourn |  |

#### Day Five: Date

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| --- | --- | --- |
| Time | Session/Increment | Facilitator |
| 0800-0930 | Introduction to the DoDEA CCR Standards | Dr. Jane Doe |
| 0930-0945 | Break |  |
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| 1700 | Overall Week Evaluation / Adjourn |  |

## Daily/Overall Meeting Evaluations Template

Daily and overall meeting evaluations are required for your meeting. To provide assistance in developing your evaluations, contact the Research and Evaluation Branch at DoDEA HQ.

#### Research and Evaluation Branch

Dr. Sandra Embler, Chief of Research and Evaluation Branch, DoDEA HQ

Office Location: 06F04-02 | Phone: 571-372-6006 | E-mail [sandra.Embler@hq.dodea.edu](mailto:sandra.Embler@hq.dodea.edu)

|  |  |
| --- | --- |
| **Daily Evaluations** | |
| **Day 1** | |
| Outcomes: | Questions: |
| **Day 2** | |
| Outcomes: | Questions: |
| **Day 3** | |
| Outcomes: | Questions: |
| **Day 4** | |
| Outcomes: | Questions: |
| **Day 5** | |
| Outcomes: | Questions: |
| **Weekly (Overall) Evaluation** | |
| Outcomes for the Week: | Questions: |

## Read Aheads/ View Aheads Template

Optional: The template below will help participants actively engage in the Read/View Aheads prior to the Face to Face meeting. If presenters have any Read/View Aheads for their session, have them complete this template.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Link (url) or Attachment** | **Title** | **What is it?** | **Why do you recommend it?** | **How can you use it?** | **Probing Questions**  **(1-3)** |
| Web Link: If you have a website you want the participants to view, paste the link here.  Attachment: If you have the resource saved on your local computer, email it to the ID. | Title of the Read/View Ahead here. | What is the purpose of providing this Read/View Ahead to participants? | Why is this Read/View Ahead useful or important to participants? | How can participants use this Read/View Ahead in their current educational setting? | What are 1 to 3 Probing Questions for participants to focus their attention while interacting with this Read/View Ahead? |
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## Post Readings/Viewings Template

Optional: The purpose of any Post Reading/Viewing information is to deepen or extend the understanding of the material (content) presented during each session of the meeting. Participants should engage in this information after the meeting adjourns. If presenters have any Post Reading/Viewings for their session, have them complete this template.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Link (url) or Attachment** | **Title** | **What is it?** | **Why do you recommend it?** | **How can you use it?** | **Probing Questions**  **(1-3)** |
| Web Link: If you have a website you want the participants to view, paste the link here.  Attachment: If you have the resource saved on your local computer, email it to the ID. | Title of the Post Reading/Viewing here. | What is the purpose of providing this Post Reading/Viewing to participants? | Why is this Post Reading/Viewing useful or important to participants? | How can participants use this Post Reading/Viewing in their current educational setting? | What are 1 to 3 Probing Questions for participants to focus their attention while interacting with this Post Reading/Viewing? |
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## After-Action Report Summary Template

**Meeting Overview**

|  |  |
| --- | --- |
| **Meeting Title** |  |
| **Meeting Participants** |  |
| **Meeting Location** |  |
| **Meeting Dates** |  |
| **Lead Facilitator** |  |
| **Author of Report** |  |
| **Date of Report** |  |
| **Date of Distribution of Report**  **(To Whom/When)** |  |

**Agenda Summary**

|  |  |
| --- | --- |
| **Purpose**: |  |
| **Outcomes**: |  |
| **Measures**: |  |
| **General Description**: |  |
| **Deliverables:** |  |
| **Concerns**: |  |
| **Commendations:** |  |

| **Goals:**  **The goals of the week were to:** | **Recommendation** | **Actions Taken / Next Steps** |
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# Content Status

## Required Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Critical  Documentation | Missing | Needs Reviewing | Approving Official | Final |
| Welcome Message |  |  |  |  |
| Agenda |  |  |  |  |
| Read/View Aheads (Optional) |  |  |  |  |
| Post Reading/Viewings (Optional) |  |  |  |  |
| Daily Evaluations |  |  |  |  |
| Overall Evaluation |  |  |  |  |

## Schoology

All of the information, session presentations, and meeting evaluations will be available to participants using your specified Schoology group.

|  |  |
| --- | --- |
| Schoology Access Code: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Session Documents Status

Has everyone submitted their presentations, handouts, and supporting documents for each session?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Day | Facilitator | TP | PPT | HOs | Pre-reads | Post-reads | VTC |
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# Final Checklist

Review the checklist below to make sure you are ready to deliver your Face To Face Meeting.

#### Travel Planning

Have you completed the Travel Requirements?

|  |  |
| --- | --- |
| Yes/No | Item |
|  | Mission Essential Travel Request (Use METR Guidance, 60 days required, CATMS) |

#### Organization and Planning

Have you completed the planning templates? Have you uploaded content for participants in Schoology?

|  |  |
| --- | --- |
| Yes/No | Item |
|  | Initial Planning Template |
|  | Goals Per Session Template |
|  | Training Plan Template(s) |
|  | Consulted the ID to make sure all content is available to participants |
|  | Emailed participants letting them know the meeting information is available in Schoology |
|  | Uploaded the following information in Schoology Group |
|  | Travel & Hotel Information |
|  | Daily Agenda |
|  | Content Per Session |
|  | Read/View Aheads |
|  | Daily/ Overall Evaluations |
|  | Post Readings/Viewings |

#### Content Review and Provisioning

Have you conducted/reviewed the following with your Planning Team?

|  |  |
| --- | --- |
| Yes/No | Session |
|  | Reviewed/revised all content with the Planning Team |
|  | Answered all unanswered questions |
|  | Conducted a Full Rehearsal for each session |

#### Southbridge: Information Required to Site POC

Have you contacted the Site POC with the following information? (Ron Dubie in Southbridge)

|  |  |
| --- | --- |
| Yes/No | Item |
|  | Meeting room needs (large room, breakout rooms, internet connections, and screens/whiteboards as needed for various groupings) |
|  | Facility Usage/Contract or agreements - complete/sign/return |
|  | Completed VTC Request Forms (POC - Paul Teague, DoDEA IT has the VTC Request Form) |
|  | Mailed Supplies (POC - Tyra Newman can assist with mailing supplies) |
|  | Final Agenda |
|  | Final list of all attendees, dates of arrival and departure |

# Support Contact Information

Please contact the appropriate personnel below to help you coordinate specific logistics regarding your Face To Face Meeting.

|  |  |  |
| --- | --- | --- |
| DoDEA Support Personnel | | |
| **METR, Cost & Dates of Availability of Meeting Facilities** | Mr. Raymond Herrera, Administrative Officer  Phone: 571-372-5857  Email: [raymond.herrera@hq.dodea.edu](mailto:raymond.herrera@hq.dodea.edu) | Contact Mr. Herrera to help you conduct a cost analysis for selecting a facility. Mr. Herrera will also help you complete Mission Essential Travel Request (METR). This must be completed 60 days in advance of your meeting. |
| **Technology and Instructional Design** | Ms. Dawn Corley, DoDEA Instructional Designer  Phone: 571-372-1882  Email: [dawn.corley@hq.dodea.edu](mailto:dawn.corley@hq.dodea.edu) | Contact Ms. Corley regarding general technology questions and instructional design recommendations for making your documents available online. She will also help you organize a Schoology group for accessibility of information to participants. |
| **VTC Scheduling** | Mr. Paul Teague, Chief, Information Technology  Phone: 571-372-1427  Email: [paul.teague@hq.dodea.edu](mailto:paul.teague@hq.dodea.edu) | Contact Mr. Teague to schedule your VTC. He has the required VTC Request Form (PDF). |
| **Collecting Supplies and Shipping** | Ms. Tara Newman, Administrative Assistant  Phone: 571-372-1904  Email: [tyra.newman@hq.dodea.edu](mailto:tyra.newman@hq.dodea.edu) | Contact Ms. Newman to help you collect and package specific supplies that you need mailed to the meeting location. |
| **Evaluations**  **(Daily and Overall)** | Dr. Sandra Embler, Chief of Research and Evaluation Branch  Phone: 571-372-6006  Email: [sandra.Embler@hq.dodea.edu](mailto:sandra.Embler@hq.dodea.edu) | Contact Dr. Embler if you need help developing your evaluations. She will ensure that the questions measure the Learning Outcomes. |
| Meeting Onsite Support Personnel | | |
| **Southbridge EMTC** | Mr. Ron Dubie, Southbridge, Technology & Site Logistics Phone: 508-765-8000 or 508-765-6333  Email: [ron.dubie@cpms.osd.mil](mailto:ron.dubie@cpms.osd.mil) | Contact Mr. Dubie in advance to make sure the meeting rooms are reserved for you both large rooms and breakout rooms. He will also let you know what technology equipment is available in each room. |
| **Mark Center** | Ms. Alicia Williams, (Mark Center Concierge Desk)  Phone: (571) 372-3640  Email: [Alicia.williams22.ctr@mail.mil](mailto:Alicia.williams22.ctr@mail.mil) | Contact Ms. Williams to reserve a conference room on B1 of the Mark Center. She will help you set up the physical space of the room. Note: NO internet connectivity is available for DoDEA educators in the conference rooms at the Mark Center. |
| **Ft. Eustis** | TBA |  |